



**STATE OF CONNECTICUT
ADJUTANT GENERAL'S OFFICE
MILITARY DEPARTMENT
GOVERNOR WILLIAM A. O'NEILL ARMORY
360 BROAD STREET, HARTFORD, CONNECTICUT 06105**

NED LAMONT
GOVERNOR
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FRANCIS J. EVON, JR.
MAJOR GENERAL
THE ADJUTANT GENERAL

**CONNECTICUT MILITARY DEPARTMENT (CTMD)
ANTI-HARASSMENT AND DISCRIMINATION POLICY**

PURPOSE

The CTMD is committed to providing a work environment in which all people are treated with respect and dignity. All employees are expected to participate in this effort and to report violations.

PROHIBITED CONDUCT

Federal and state law, including Title VII of the 1964 Civil Rights Act, 42 U.S.C. § 2000e-2(a)(1), and the Connecticut Fair Employment Practices Act, C.G.S. §46a-60et seq., prohibit various forms of discrimination and illegal harassment in employment. CTMD strictly prohibits discrimination, including sexual harassment and harassment based on all of the following legally protected classes: race; color; religious creed; age; sex; pregnancy; sexual orientation; gender identity or expression; marital status; national origin; ancestry; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; or criminal record.

The CTMD does not tolerate discrimination or harassment based on a protected class by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside of the workplace, at CTMD-sponsored social events or elsewhere.

DEFINITIONS

"Harassment" means any verbal, physical, graphic, or written conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual; or
- Such conduct interferes with another's work performance or creates an intimidating, offensive or hostile work environment.

“Employee” is a person who is hired by the CTMD in accordance with the agency’s Affirmative Action Plan (AAP) and who is governed as a state employee in accordance with the State Personnel Act (Chapter 67, Connecticut General Statutes (CGS)). A member of the armed forces of the state is not an employee.

“Member of the armed forces of the state” is defined by CGS Section 27-61. Such member serves in one of the following militia organizations: Connecticut National Guard (CTNG), Governor’s Guard, Connecticut State Guard, Connecticut State Guard Reserve. Such member is not an employee, is not hired in accordance with the CTMD AAP and is not governed by the State Personnel Act. Such member is governed in accordance with Title 27 (Armed Forces and Veterans), General Statutes of Connecticut, and is subject to a separate CTMD anti-harassment and discrimination policy (Circular Letter 2023-1), which is posted at <https://portal.ct.gov/MIL/Human-Resources/Military-Department-Publications> and may be obtained by members through their chain of command.

REPORTING HARASSMENT OR DISCRIMINATION

1. Employee – Any employee who believes that he or she is being harassed or otherwise discriminated against based on a protected class, should immediately report the harassment or discrimination to either their supervisor or manager or to the CTMD Equal Employment Opportunity Officer (EEOO), Ms. Selestian Patterson, Governor William A. O’Neill Armory, 360 Broad Street, Hartford, CT 06105, 860-493-2787 (office), 860-951-1963 (cell), or Selestian.Patterson@ct.gov. You may also report harassment or discrimination to Ms. Erica L. Blackmon, Human Resources Generalist, CTMD, Governor William A. O’Neill State Armory, Hartford, CT 06105-3706, Phone 860-548-3248, erica.blackmon@ct.gov.
2. Witness - Any employee who witnesses harassment or other forms of discrimination prohibited under this policy or becomes aware that another employee has been subjected to such harassment or discrimination is also urged to immediately report the conduct to your supervisor or manager or to the CTMD EEOO.
3. Supervisor and Manager - Any supervisor or manager who receives a complaint about prohibited harassment or other forms of discrimination or who believes that someone is engaging in such conduct, are mandated to report it to Ms. Selestian Patterson or Ms. Erica Blackmon immediately. Ignoring such conduct or a report of such conduct is not optional. Failure to report may subject the supervisor or manager to disciplinary action.

NO RETALIATION

CTMD strictly forbids retaliation against employees who report discrimination, including harassment, or who participate in internal or external investigations involving such conduct. Employees of CTMD shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising his or her rights under Federal or State law or because an employee aided another employee in the exercise of rights granted or protected by State or Federal law. All employees are urged to report all instances of retaliation to the CTMD EEOO or their supervisor.

INVESTIGATION OF COMPLAINTS

CTMD takes all complaints and reports of harassment and discrimination seriously. All complaints and reports will be investigated promptly. All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by CTMD because of such investigations. The CTMD Complaint Discrimination Process, issued as a separate policy, governs the process used to report and investigate harassment and discrimination complaints.

CORRECTIVE ACTION

If an investigation confirms that discrimination or harassment prohibited under this policy has occurred, CTMD will take corrective action promptly. Discipline, up to and including discharge from state service, may be imposed.

COMMITMENT TO TREATING ALL PERSONS WITH DIGNITY AND RESPECT

As the Adjutant General, I am ultimately responsible for ensuring the success of our efforts to ensure that CTMD's work environment is free from harassment and discrimination. The effectiveness of CTMD's efforts to achieve this goal requires the cooperation of all employees, supervisors, and managers. We all share in the responsibility to treat all persons with dignity and respect. I ask all CTMD personnel to act accordingly. I also ask each CTMD employee to be familiar with this policy and to review it at least annually.

FRANCIS J. EVON, JR.
Major General
The Adjutant General

October 26, 2023
Date